



International Centre for Information Systems & Audit (iCISA)



International Training Centre of Supreme Audit Institution of India

**Draft Course Schedule for Training Programme**

**on Electronic Data Analysis for SAI Oman**

**(27<sup>th</sup> – 31<sup>st</sup> May, 2024)**

Session	Topic	Session Timings
<b>27<sup>th</sup> May (Day-1)</b>		
	Participant Registration at EDP Lab	09:45 – 10:00
	Inauguration at Conference Room	10:00 – 10:20
<b>Session 1</b>	Introduction to Data Analytics	10:20 – 11:15
	<b>Mr. Gautam Gehlot, SAO, DGA (E&amp;SD), Delhi</b>	
	<b>Break</b>	<b>11:15 – 11:45</b>
<b>Session 2</b>	Dealing with different types of data using different data analytic tools	11:45 – 13:00
	<b>Mr. Gautam Gehlot, SAO, DGA (E&amp;SD), Delhi</b>	
	<b>Lunch Break</b>	<b>13:00 – 14:00</b>
<b>Session3</b>	Introduction to MS Access: Creating, designing and Managing Access Database	14:00 – 15:15
	<b>Mr. Gaurav Ome, AAO, RTI Nagpur and Mr. Vaibhav Rawat, AAO, iCISA</b>	
	<b>Break</b>	<b>15:15 – 15:45</b>
<b>Session 4</b>	Introduction to MS Access: Working with Access Tables, keys, relationships	15:45 – 17:00
	<b>Mr. Gaurav Ome, AAO, RTI Nagpur and Mr. Vaibhav Rawat, AAO, iCISA</b>	
<b>28<sup>th</sup> May (Day-2)</b>		
<b>Session 1</b>	Intoduction to MS Access: Quering Data, Manage and design interfaces with Access Forms	10:00 – 11:15
	<b>Mr. Gaurav Ome, AAO, RTI Nagpur and Mr. Vaibhav Rawat, AAO, iCISA</b>	
	<b>Break</b>	<b>11:15 – 11:45</b>
<b>Session 2</b>	Intoduction to MS Access: Creating Basic to Advanced Reports	11:45 – 13:00
	<b>Mr. Gaurav Ome, AAO, RTI Nagpur and Mr. Vaibhav Rawat, AAO, iCISA</b>	
	<b>Lunch Break</b>	<b>13:00 – 14:00</b>
<b>Session 3</b>	A case study on use of Data Analytics in Audit: Audit Execution & Gathering Evidence, Deriving Conclusion and Reporting	14:00 – 15:15
	<b>Mr. Gaurav Ome, AAO, RTI Nagpur</b>	
	<b>Break</b>	<b>15:15 – 15:45</b>
<b>Session 4</b>	Use of Data Analysis in Fraud Investigation: A case study	15:45 – 17:00
	<b>Mr. Gaurav Ome, AAO, RTI Nagpur</b>	
<b>29<sup>th</sup> May (Day-3)</b>		
<b>Session 1</b>	Application of MS Excel in Audit :Data Analytics tools Data Extraction and Data Cleansing: Tools & Techniques	10:00 – 11:15
	<b>Mr. Rohit Anand, SAO</b>	
	<b>Break</b>	<b>11:15 – 11:45</b>

<b>Session 2</b>	Application of MS Excel in Audit :-Data Analytics tools Data Extraction and Data Cleansing: Tools & Techniques	11:45 – 13:00
	Mr. Rohit Anand, SAO	
	<b>Lunch Break</b>	<b>13:00 – 14:00</b>
<b>Session 3</b>	Application of MS Excel in Audit: Customs Formats and Layouts, Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates	14:00 – 15:15
	Mr. Rohit Anand, SAO	
	<b>Break</b>	<b>15:15 – 15:45</b>
<b>Session 4</b>	Application of MS Excel in Audit: Customs Formats and Layouts, Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates	15:45 – 17:00
	Mr. Rohit Anand, SAO	
<b>30<sup>th</sup> May (Day-4)</b>		
<b>Session 1</b>	Application of MS Excel in Audit: Creating Advanced Formulas, Look Up Data with Function	10:00 – 11:15
	Mr. Rohit Anand, SAO	
	<b>Break</b>	<b>11:15 – 11:45</b>
<b>Session 2</b>	Application of MS Excel in Audit: Applying Advanced Date and Time Functions and Creating Scenarios	11:45 – 13:00
	Mr. Rohit Anand, SAO	
	<b>Lunch Break</b>	<b>13:00 – 14:00</b>
<b>Session 3</b>	Application of MS Excel in Audit: Creating and Managing Pivot Tables and Creating and Managing Pivot Charts, Interactive Dashboard	14:00 – 15:15
	Mr. Hitesh Kumar, AAO iCISA and Mr. Anurag Krishna, SAO iCISA	
	<b>Break</b>	<b>15:15 – 15:45</b>
<b>Session 4</b>	Application of MS Excel in Audit: Creating and Managing Pivot Tables and Creating and Managing Pivot Charts, Interactive Dashboard	15:45 – 17:00
	Mr. Hitesh Kumar, AAO iCISA and Mr. Anurag Krishna, SAO iCISA	
<b>31<sup>st</sup> May (Day-5)</b>		
<b>Session 1</b>	Application of MS Excel in Audit: Tables, Creating and Modifying Table, Charts and Objects	10:00 – 11:15
	Mr. Anurag Krishna, SAO iCISA	
	<b>Break</b>	<b>11:15 – 11:45</b>
<b>Session-2</b>	Audit Planning & Risk Assessment using M S Excel: A case Study	11:45 – 13:00
	Mr. Anurag Krishna, SAO iCISA	
	<b>Lunch Break</b>	<b>13:00 – 14:00</b>
<b>Session-3</b>	Use of Statistical Concepts in Data Analytics	14:00 – 15:15
	Mr. Karan Vohra, Director CDMA	
	<b>Break</b>	<b>15:15 – 15:45</b>
<b>Session 4</b>	Use of Statistical Concepts in Data Analytics	15:45 – 17:00
	Mr. Karan Vohra, Director CDMA	